

PROPOSAL  
Instructions to Bidders

WASHINGTON COUNTY – NRCS  
OLD HWY 91 – SHIVWITS  
2012 EWP

1. LICENSING OF BIDDER. Before awarding a contract, bidders shall be licensed in accordance with the provisions of the State of Utah in the classification for the work bid on. **The bidder's license number shall be inserted on the last page of the Proposal Form.** The bidder's name shall correspond in all respects with the name shown on the license. License numbers and names shall be checked with the State.
2. CERTIFICATION and AGREEMENT TO COMPLY WITH STATE & FEDERAL LAWS REGARDING STATUS VERIFICATION / E-VERIFY. Contractor certifies he has registered and is participating in the Status Verification System to verify the work eligibility of all contractors (contractor, subcontractor, contract employee, staffing agency, trade union and any contractor regardless of tier). Washington County will not consider a proposal for award, nor will it make any award where there has not been compliance with this clause.
3. MANDATORY MEETING AND SITE INSPECTION. Personally attend the County's **mandatory meeting and work site inspection** held at **9:00 a.m. Friday, November 2, 2012** in the Washington County **Downstairs Conference Room** before submitting your bid to ascertain the existence of any surface or subsurface conditions affecting the cost of the work.
4. MODIFICATION AND INTERPRETATION. Carefully review the plans and specifications for any errors, omissions, or ambiguities. If you discover any, notify the Public Works Director of the County far enough in advance of the bid opening to allow time for the issuance of appropriate written addendum. Written addendum shall be the sole means for modifying the plans and/or specifications prior to the bid opening. The County shall not be bound by oral communications purportedly modifying or interpreting the plans and/or specifications regardless of when or by whom such oral communications are made and you should not rely upon such oral communications in preparing your bid.
5. BID ITEMS. State in figures the unit prices, lump-sum prices, and extensions as indicated, which shall be the prices for which you propose to supply all materials and services and perform all work required by the plans and specifications. All items described are to be construed as complete and in place. Include in the bid amount for items listed on the Proposal Form the cost of performing all work for which a specific bid item is not provided. Bid on all items listed under Schedule of Work and Prices unless otherwise indicated in the Proposal Form.

6. SIGNING OF BID. Fill in all indicated blanks in this Proposal using ink or type in the blanks, and sign with ink. Proposals signed by an agent other than an owner, partner, or corporate officer shall be accompanied by a power-of-attorney. Proposal form must be dated.

7. BID FORM MUST NOT BE ALTERED. Do not change the wording of this Proposal. Any additions, deletions, conditions, limitations, or provisions by the bidder will render the Proposal irregular and may cause rejection.

8. CORRECTING BID. If you desire to make changes in a bid item or a group of bid items, you must do so prior to bid closing. Any correcting bid must be in ink with the bidder's signature affixed.

9. SUBMITTING BID AND BID GUARANTEE. Submit your bid on one copy only of this Proposal Form in a sealed envelope addressed to: Ron Whitehead, Director of Public Works, 197 East Tabernacle, St. George, Utah 84770. Bids must be received prior to bid closing. The envelope must show the project title and the bidder's name and address. Do not return plans or specifications, or enclose other documents in this bid envelope. Late bids will not be opened or considered. Bids must be on the provided Proposal Form.

10. TIME OF BID CLOSURE. **Bidding will be closed promptly at 9:00 a.m. on Thursday, November 8, 2012.** The person opening bids will not accept bids that have not been delivered by closing time. The time used shall be local standard time. The clock in the County Commission Office will be used.

11. DELIVERY OF BID. Bids delivered in person must be placed to the County Commission office in the County Administration Building, located at 197 East Tabernacle, St. George, Utah, prior to bid closure time.

12. WITHDRAWAL OF PROPOSAL. Proposals may be withdrawn by the bidder prior to the time stated for opening bids upon written request, signed by the bidder or his authorized agent.

13. ERRORS. Bidder will not be released on account of errors. Where a discrepancy occurs between unit prices and totals, the unit price shall govern in computing the total. If a unit price is omitted, it will be determined from the item total, if entered. If no monetary symbol (\$ or ¢) is entered with a unit price, lump sum or extension, a dollar sign will be assumed to be the bidder's intent.